



CERB APPLICATION TIPS

1. Contact [CERB staff](#) early in the project development process, and before submitting an application. The CERB application process is an interactive one. By involving staff early in your process, your project can receive the benefit of staff guidance on how, what, and where CERB can be involved, and/or other potential state and federal programs that might fit your project goals. For projects that meet CERB statutory threshold, staff can be a supportive element towards strengthening a project with the goal of review and consideration for CERB funds.
2. Community partnership. Competitive applications will demonstrate support for the project from the tribal community, city, county, or port district, and the economic development council. Our experience in economic development has shown that projects that demonstrate strong partnership also produce strong projects with the best chances for long-term success and benefits to the region.
3. Business partnership. The business is also a partner. The business has a direct role in the application process, the Board review, and the contract execution. There is an application section that the business fills out. A representative from the business must be at the CERB meeting to respond to questions the Board may have. There is a high likelihood there will be conditions unique to the project, which must be met by the business in order to execute the final contract with the local government or Tribal Council.
4. Project readiness. Projects must be ready to proceed to construction *within six months* of the Board's initial approval of CERB funding. The purpose for this requirement is to put CERB funds to work in communities that demonstrate a strong likelihood their project will be able to proceed. This means that communities must have local issues resolved and local financial partners on board. Planning, permitting, zoning, local, state or federal programs' commitment to project financing must be able to commit funding within six months of CERB's initial approval. It usually does take the full six months for projects to meet conditions of CERB's initial approval. *Working with CERB staff early in your project may help identify potential delays and prepare a more accurate timeline.*

The Board does recognize there are unforeseen issues that can occur in the best-planned projects that may delay project implementation. The Board will review, on a case-by-case basis, an applicant's request for an extension of the time to meet conditions of CERB's initial financing offer. This is a process that involves the applicant's written explanation of the issues and progress made to date, a staff review, and appearance at the next Board meeting.

5. A CERB application requires a resolution by the local government or Tribal Council. The resolution authorizes the CERB application submittal to the Board. Time to accomplish this will need to be planned into the overall application process.
6. Project cost estimates. A CERB application will require project cost estimates prepared by an engineer. Costs can be based on preliminary estimates or on project design. An important thought to keep in mind is that *CERB will not entertain consideration for additional costs once a project has received approval for funding.* For the success of the project, thorough and realistic consideration must be given to project cost estimates.
7. CERB applications require a local match. Per CERB policy, the Board targets a local match of 25 percent of the CERB request for *construction* projects. The Board prefers to see local funds as match. This could include a cash contribution by the applicant or other local entity, the purchase of land for the project, or other types of local assets committed toward the costs of project development. For planning projects, the Board targets a local match of 50 percent of the CERB request. Local cash, or other state/federal program planning funds may be used as match.
8. Restrictions on the use of CERB funds. CERB funds may not be used to support a project that facilitates or promotes gambling as a primary purpose, retail development, or the purchase of land or existing facilities.